

<b>Job Title:</b>	<b>WNC Support Roles</b>
<b>Reports to:</b>	President
<b>Date of Effect:</b>	1 February 2020

<b>Mission</b>	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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<b>Role</b>	<b>Duties</b>	<b>Skills &amp; Experience</b>
<b>Uniform Coordinator</b>	<ul style="list-style-type: none"> <li>Organise sample stock for Grading day for sizing and viewing</li> <li>Selling uniforms new and 2nd hand (dresses, bike shorts, hoodies, fleeces, polo shirts)</li> <li>Consult with committee on uniform standards/changes.</li> <li>Keeping track of samples and record of stock suppliers, quotes, costs.</li> <li>Example Uniform storage</li> <li>Organise coach/committee jackets</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> </ul>
<b>Photo Day Coordinator</b>	<ul style="list-style-type: none"> <li>Coordinate with Photographer</li> <li>Communicate with Team managers in relation to times/locations.</li> <li>Assemble and distribute photo packs</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> </ul>
<b>Court Bookings Coordinator</b>	<ul style="list-style-type: none"> <li>Point of contact for training bookings</li> <li>Liase with schools in relation to facilities</li> <li>Coordinate fees for training locations.</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> <li>Scheduling</li> </ul>
<b>Grounds Duty Coordinator</b>	<ul style="list-style-type: none"> <li>Liase with KNA in relation to grounds duty for WNC</li> <li>Ensure coordination of all teams in relation to roster for grounds duty at all KNA sites.</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> </ul>
<b>Equipment Coordinator</b>	<ul style="list-style-type: none"> <li>Ensure appropriate kit for all teams for both winter and spring competition.</li> <li>Liase with suppliers in relation to replacement equipment.</li> <li>Organise discretion and collection of kit from all teams.</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> </ul>
<b>Presentation Day Coordinator</b>	<ul style="list-style-type: none"> <li>Organise trophies, and gifts/presentations for the day.</li> <li>Schedule coffee van for the day.</li> <li>Organise BBQ roster and food for the day,</li> <li>Draft Runsheet for the day and brief the committee.</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> <li>Co-ordination skills.</li> </ul>
<b>Website/Social Media</b>	<ul style="list-style-type: none"> <li>Maintain and update the WAH website</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Skills</li> <li>Verbal and Witten Communication</li> </ul>



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NETBALL

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|  | <ul style="list-style-type: none"><li>• Publish and Promote Club via website and social media (Instagram and Facebook)</li><li>• Plan for content on website/socials and ensure variety.</li></ul> | <ul style="list-style-type: none"><li>• Creativity/presentation skills</li></ul> |
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